



Filming: RPA/Drone Guidelines

Guidelines for the use of Remotely Piloted Aircraft Systems (RPAS) within the City of Melbourne

The Civil Aviation Safety Authority (CASA) provides general regulatory controls for the safety of air navigation throughout Australia. In addition to meeting CASA requirements, operators are also required to obtain permission from the Local Council or Landowner before operating an RPA.

A permit is required to be obtained from the City of Melbourne before any RPA activity is permitted to take place within or above the municipality's Public Open Space.

Requirements

1. The individual piloting the RPA must hold a Remote Pilot License (RePL) or equivalent for the RPAS category and weight to be operated.
2. In addition, a RPA Operator's Certificate (ReOC) must be held by the organisation engaging the licensed pilot of the RPA; this must also be appropriately endorsed for the RPAS category and weight to be operated.
3. The standard RPA operating conditions are defined by CASR 101.238 and relevant elements of this are outlined below:
The RPA is...
 - operated within the visual line of sight of the pilot;
 - operated at or below 400 ft AGL (above ground Level) by day;
 - not operated within 30 m of a person who is not directly associated with the operation of the RPA;
 - not operated over a populous area (as defined by CASR 101.025);
 - not operated within 3 nautical miles (5.5 km) of the movement area of a controlled aerodrome;
 - not operated over an area where a fire, police or other public safety or emergency operation is being conducted without the approval of a person in charge of the operation;
 - the person operating the RPA operates only that RPA
4. Activity will only be permitted in locations that City of Melbourne deems appropriate, during daylight hours.
5. The area approved for operation must be clearly signposted and a 30 m exclusion zone established to ensure no members of the public encroach upon the area.
6. The majority of the City of Melbourne falls within controlled airspace down to ground level, this means that the RPA Operator must have an appropriate VHF airband radio, be licensed and proficient to use it and maintain an appropriate listening watch on the relevant frequencies. (as per CASR 101.285)
7. The City of Melbourne includes several helicopter landing sites (HLS). In accordance with AC101-01, no operations should take place within 500 m of a HLS and all operations within 2000 m of a HLS should be limited to not greater than 150' AGL (45 m).
8. A [Police Notification Form](#)¹ should be submitted to Victoria Police.

¹ http://www.police.vic.gov.au/content.asp?Document_ID=793

9. Stakeholders, including nearby residences and businesses are to be notified of the activity in advance.
10. RPA operation that falls outside of these conditions may be considered from time to time with support of specific area approval and/or other permission/exemption from CASA

The permit process

To obtain a permit for RPA/Drone operation within or above any of the City of Melbourne's Public Open Space, the requirements listed within this document must be met in addition to any additional general permit requirements.

The following documents are required to be submitted in support of your application/request:

- **Remote Pilot License (RePL)**
- **RPA Operator's Certificate (ReOC)**
- **VHF Airband radio licence** (for all locations within controlled airspace)
- **Operators Public Liability Insurance** for a minimum sum of \$20 million
- **Pedestrian Management Plan** – detailing specifically how the 30m exclusion zone will be implemented including use and positioning of signage.
- **Risk Management Plan** – to reference compliance with HLS restrictions where relevant and risks specific to the operation of the RPA.
- **Stakeholder notification.**

If you wish to obtain a permit for the operation of an RPA/Drone within the City of Melbourne please submit an application via our [Filming Portal](#)². Should you have any initial queries regarding areas that are appropriate for this type of activity throughout the municipality then please do not hesitate to contact the team on 03 9658 8008 or email filming@melbourne.vic.gov.au.

Useful web links

- [Filming within the City of Melbourne](#)²
- [CASA – RPAs](#)³
- [Can I fly there? – Drone safety app](#)⁴ (note that City of Melbourne location approval is also required)
- [Civil Aviation Safety Regulations 1998, Part 101](#)⁵

Contact us

If you are aware of any RPA/Drone activity within the City of Melbourne that you believe to be unsafe and not in line with the above requirements then please do not hesitate to contact us. Where deemed necessary this information will be passed onto CASA and/or Victoria Police.

Email: filming@melbourne.vic.gov.au

Phone: 03 9658 8008

² <http://www.melbourne.vic.gov.au/arts-and-culture/film-music-busking/filming-in-melbourne/filming-permits/Pages/filming-permits.aspx>

³ <https://www.casa.gov.au/rpa>

⁴ <https://www.casa.gov.au/droneapp>

⁵ <https://www.legislation.gov.au/Details/F2013C00316>